Hands-On Training: USDA Transaction Approval & Reallocation in Access Online
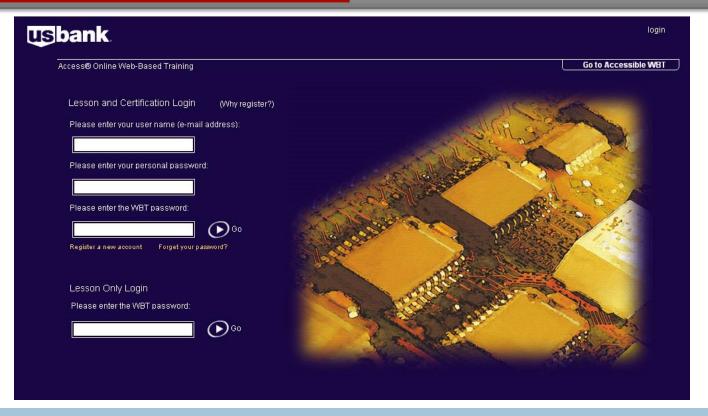
2011 GSA SmartPay2® Conference
Wednesday August 17, 2011
2:00 – 3:10 pm
The Venetian, Las Vegas: Room # Marco Polo 803 – 804

USDA Transaction Approval & Reallocation in Access Online (AXOL)

This training focuses on the Review of Transaction Approval in Access Online (AXOL) to show you how to work most efficiently in AXOL when approving and reallocating your transactions.
https://wbt.access.usbank.com.

Approving/Reallocating Transactions
Checklist

- **The following is a checklist for cardholders as they begin to approve/reallocate transactions:**

  - ✓ **Confirm Details** - Review the transaction details for correct price and item content. And be sure you know the correct accounting code to reallocate/approve to, as you will only have one chance to make sure all information is correct.

  - ✓ **Accounting Codes** - To search for the correct Default Accounting Code (DAC), you must use the allocations tab and the spyglass.

    For best results, select '***contains***' rather than '***begins with***' when searching for an accounting code.

    The system will not let you select an '***invalid***' accounting code, however, it will let you select a '***valid***' code that may not be the correct one for you to choose. So it is important to check that you have selected the correct default accounting code for you to avoid DAC errors.

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Approving/Reallocating Transactions
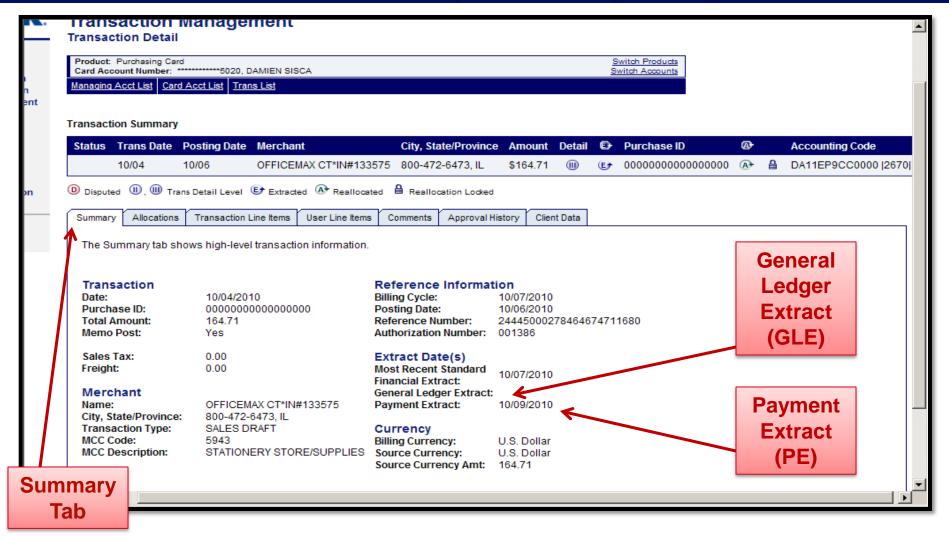## *Transaction Detail Tabs*

- **Transaction Detail Tabs**

  Make sure you are familiar with each tab under the transaction detail and the information it will provide you.

  - **Summary Tab** – Provides a synopsis of all the transaction details. Most importantly, this tab provides all the details regarding extraction for payment to U.S. Bank and reallocation of the accounting code being finalized.

    - **Payment Extract (PE)** – Provides information on when the file was originally sent to NFC (FMMI) for payment.

    - **GL Extract (GLE)** - Provides information on when the reallocation file was extracted from AXOL to NFC (FMMI) and has been paid.

    NOTE: As of the GL Extract date, the cardholder will no longer be able to edit or make comments changes or split/change accounting codes. This is why you **MUST** have all of your information in hand and correct as soon as you begin the approval process. Coordinators should have cardholders complete the information in the Comments tab first.
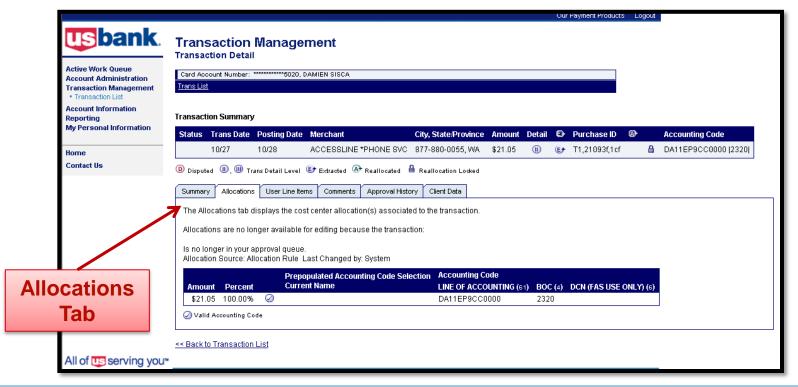
Approving/Reallocating Transactions
Transaction Detail Tabs (*Summary Tab*)

Transaction Management
Transaction Detail

Product: Purchasing Card
Card Account Number: ************5020, DAMIEN SISCA

Switch Products
Switch Accounts

Managing Acct List | Card Acct List | Trans List

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail		Purchase ID			Accounting Code
	10/04	10/06	OFFICEMAX CT*IN#133575	800-472-6473, IL	$164.71	(III)	(E→)	00000000000000000	(A→)	🔒	DA11EP9CC0000 |2670|

(D) Disputed (II), (III) Trans Detail Level (E→) Extracted (A→) Reallocated 🔒 Reallocation Locked

Summary | Allocations | Transaction Line Items | User Line Items | Comments | Approval History | Client Data

The Summary tab shows high-level transaction information.

Transaction
Date: 10/04/2010
Purchase ID: 00000000000000000
Total Amount: 164.71
Memo Post: Yes

Sales Tax: 0.00
Freight: 0.00

Merchant
Name: OFFICEMAX CT*IN#133575
City, State/Province: 800-472-6473, IL
Transaction Type: SALES DRAFT
MCC Code: 5943
MCC Description: STATIONERY STORE/SUPPLIES

Reference Information
Billing Cycle: 10/07/2010
Posting Date: 10/06/2010
Reference Number: 24445000278464674711680
Authorization Number: 001386

Extract Date(s)
Most Recent Standard Financial Extract: 10/07/2010
General Ledger Extract:
Payment Extract: 10/09/2010

Currency
Billing Currency: U.S. Dollar
Source Currency: U.S. Dollar
Source Currency Amt: 164.71

Summary Tab

General Ledger Extract (GLE)

Payment Extract (PE)

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Approving/Reallocating Transactions
Transaction Detail Tabs (Allocations Tab)

- **Transaction Detail Tabs, *continued…***
  - **Allocations Tab** – Lists all cost centers associated with the transaction as well shows how the item price was divided between those various cost centers to pay for the transaction. If only one cost center is used, than there will be 100% associated to that cost center.
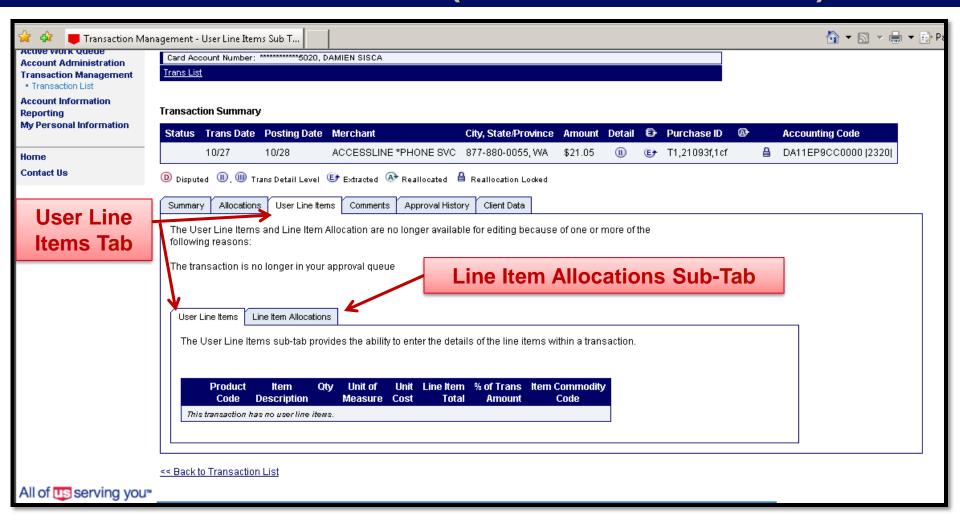
Approving/Reallocating Transactions
Transaction Detail Tabs (User Line Items Tab)

- **Transaction Detail Tabs,** *continued…*

  - **User Line Items Tab** - This is the area where you will be able to separate your reallocations within the transaction according to cost center.

    - **REMINDER** - This will be FINAL once the GL Extract has gone out (normally 1-2 days after reallocation).

    - **Line Item Allocations Sub-Tab** - Located within the ***User Line Items Tab***, this provides a detailed breakdown of all the items contained on this invoice.

    - Occasionally you may need to break items down between different cost centers. This will provide you a detail receipt to do so.

    NOTE: You can view a screenshot of this tab on the next following slide.
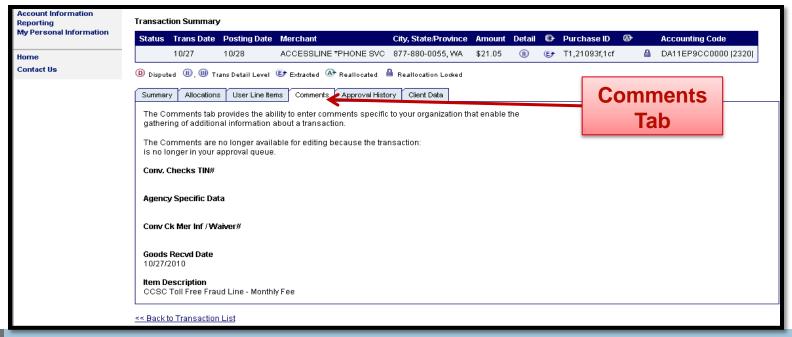
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Approving/Reallocating Transactions
Transaction Detail Tabs (User Line Items Tab)

User Line Items Tab

Line Item Allocations Sub-Tab

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Approving/Reallocating Transactions
Transaction Detail Tabs (Comments Field Tab)

- **Transaction Detail Tabs, *continued…***

  - **Comments Field Tab** – From a management and oversight prospective, this is the most important tab and the one you must spend significant time making sure everything is detailed and correct. Comments Field information is especially critical when dealing with convenience checks. The screenshot below shows the Comments Tab and the screenshots on the next following two slides show the required fields which **MUST** be filled in.
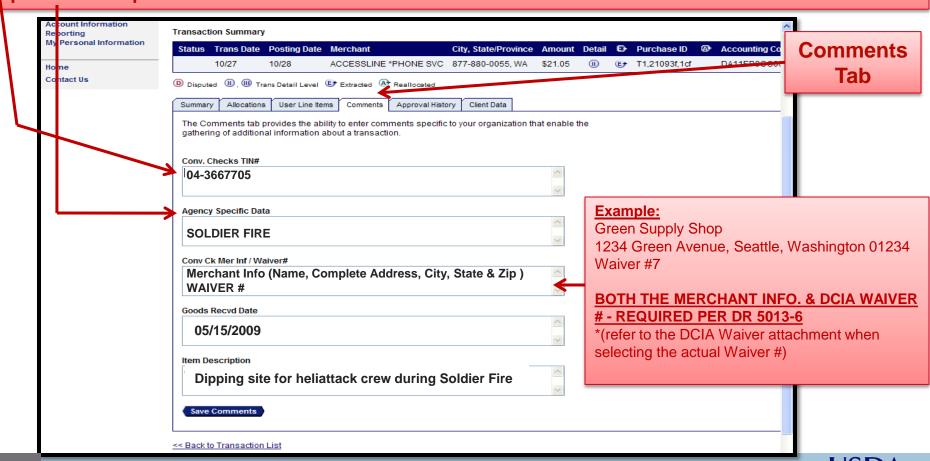
Enter the Information on this page as follows:
(1) Conv. Checks TIN# - If a convenience check was written, enter the merchant's TIN.
(2) Agency Specific Data – This is a free (optional) field for each Agency to use per their own internal processes/requirements.
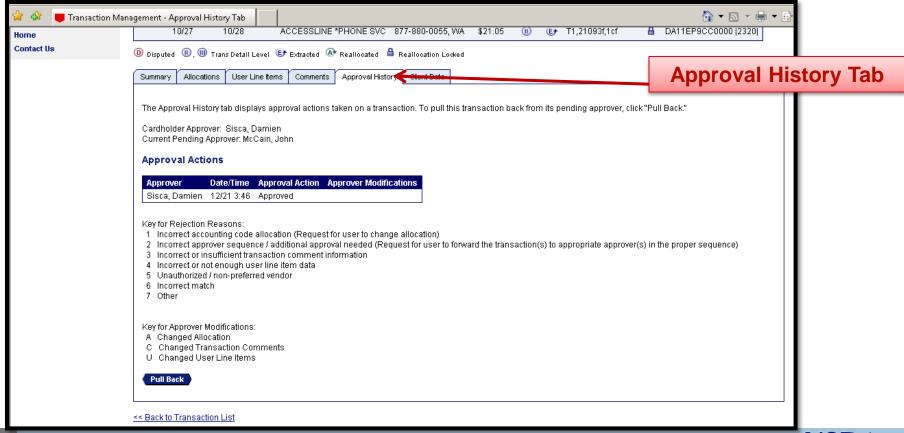
Account Information
Reporting
My Personal Information

Home
Contact Us

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Ⓔ	Purchase ID	Ⓐ	Accounting Co
	10/27	10/28	ACCESSLINE *PHONE SVC	877-880-0055, WA	$21.05	Ⓘ	Ⓔ	T1,21093f,1cf		DA11FB0G00

Ⓓ Disputed   Ⓘ, Ⓘ Trans Detail Level   Ⓔ Extracted   Ⓐ Reallocated

Comments Tab

| Summary | Allocations | User Line Items | Comments | Approval History | Client Data |

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Conv. Checks TIN#
04-3667705

Agency Specific Data
SOLDIER FIRE

Conv Ck Mer Inf / Waiver#
Merchant Info (Name, Complete Address, City, State & Zip)
WAIVER #

Goods Recvd Date
05/15/2009

Item Description
Dipping site for heliattack crew during Soldier Fire

Save Comments

<< Back to Transaction List

Example:
Green Supply Shop
1234 Green Avenue, Seattle, Washington 01234
Waiver #7

BOTH THE MERCHANT INFO. & DCIA WAIVER # - REQUIRED PER DR 5013-6
*(refer to the DCIA Waiver attachment when selecting the actual Waiver #)

Enter the information for:
(3) Conv Ck Mer Inf/Waiver # (4) Goods Recvd Date and (5) Item Description.
Then click on Save Comments and select the Summary tab.

Account Information
Reporting
My Personal Information

Home
Contact Us

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	E→	g Co
	10/27	10/28	ACCESSLINE *PHONE SVC	877-880-0055, WA	$21.05	(II)	(E→)	CC0(

Ⓓ Disputed   (I), (II) Trans Detail Level   (E→) Extracted   (A→) Reallocated

Comments Tab

Summary | Allocations | User Line Items | **Comments** | Approval History | Client Data

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Conv. Checks TIN#

04-3667705

Agency Specific Data

SOLDIER FIRE

Conv Ck Mer Inf / Waiver#

Merchant Info (Name, Complete Address, City, State & Zip)
WAIVER #

If a convenience check, enter the Merchant's Name, Complete Address including City, State & Zip-code in Conv Ck Mer Inf/Waiver #. Also enter the DCIA waiver code. If it's not a convenience check, leave blank.

Goods Recvd Date

05/15/2009

Enter the date the goods/services were received.

Item Description

Dipping site for heliattack crew during Soldier Fire

[Save Comments]

After completing information in all Comment Fields, click on Save Comments.

<< Back to Transaction List

- **Transaction Detail Tabs, *continued…***

  - **Approval History Tab** – This tab allows you to view the history of when both you, as the cardholder, and the Approving Official (AO) last touched the transaction.
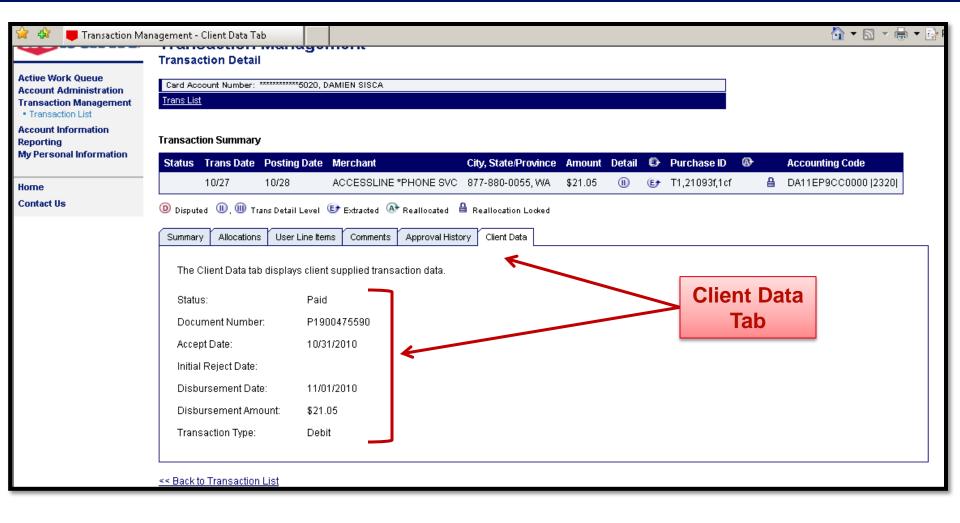

Approval History Tab

Approving/Reallocating Transactions
Transaction Detail Tabs (Client Data Tab)

- **Transaction Detail Tabs, *continued…***

  - **Client Data Tab** - This tab will give you all the USDA specific data related to the transaction such as:

    o When it was 'accepted' for payment at NFC and what date NFC 'disbursed' funds for payment.

    o If the transaction became parked or stuck at NFC under 'reject' date.

    o Most importantly though, it will give you a document number by which to search for the transaction in FMMI later to make sure the reallocation was processed correctly.

    NOTE: You can view a screenshot of this tab on the next following slide.

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Approving/Reallocating Transactions
Transaction Detail Tabs (Client Data Tab)

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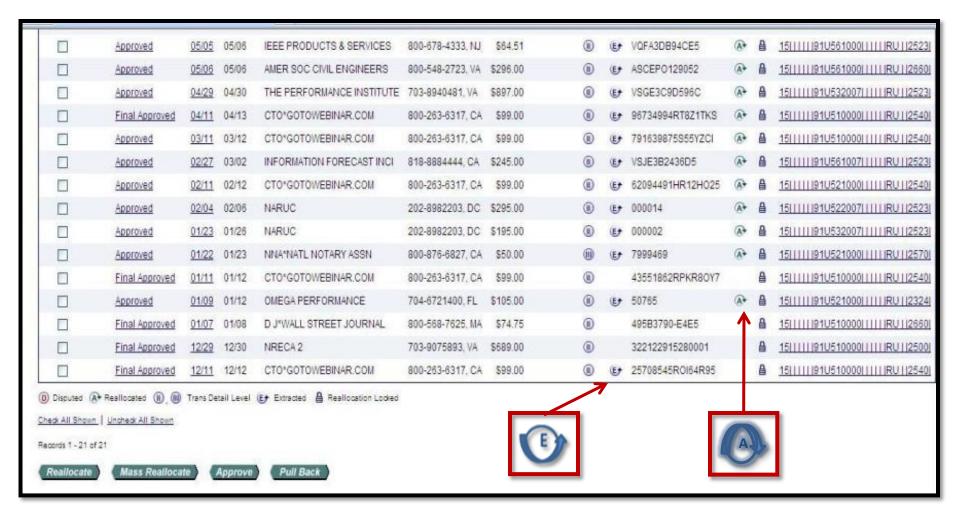
▪ **Transaction Detail Symbols & Terminology**

- Means the transaction has been extracted from AXOL for payment to NFC (FMMI). This is always a must for transactions to be paid timely and to allow you as cardholders to approve transactions.

- Means the transaction has been reallocated in some way by the cardholder. It's critical to remember that until the GL Extract occurs, a cardholder may reallocate this transaction again as often as necessary, even though there may be a pad lock located to the right just before the accounting code. Even if the transaction was 'final approved' by your Approving Official.

  o Remember you will always be able to look at the summary screen to see if a GL Extract has occurred. We will walk through the steps in a moment how to pull back a transaction which has been previously reallocated, but has not been permanently locked by having the GL Extract Occur.

NOTE: The next slide will show a transaction detail depicting both of the above examples as well as transaction which are both 'permanently' and 'temporarily' locked.

Approving/Reallocating Transactions
Transaction Detail Actions

- **Transaction Detail Actions**

  - **Approve** – This button indicates that no changes are required by the cardholder and the transaction will stay on the default accounting and the cardholder, merely, needs to approve the transaction.

  - **Reallocate** – This button will require you to change the accounting code to a different valid accounting code.

  - **Mass Reallocate** – This button will allow you to change the accounting code on multiple transactions at one time, as long as the same code will be placed on each transaction.

  - **Pull Back** – This button will allow you to bring a transaction back out of your Approving Official's queue **prior** to them 'final approving' the transaction. This function **will not** work once a transaction has been approved.

    o **NOTE:** Any 'Pull Back' completed after the GL Extract has gone through, will not go through to FMMI and thus the reconciliation must be done in FMMI.
    o A screenshot of a 'Pull Back' on the 'Approval History Tab' can be viewed on the next following slide.

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Approving/Reallocating Transactions
Transaction Detail Actions

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	ⓔ	Purchase ID	Ⓐ	Accounting Co
	10/27	10/28	ACCESSLINE *PHONE SVC	877-880-0055, WA	$21.05	Ⓘ	Ⓔ	T1,21093f,1cf		DA11EP9CC0(

Ⓓ Disputed   Ⓘ , Ⓘ Trans Detail Level   Ⓔ Extracted   Ⓐ Reallocated

| Summary | Allocations | User Line Items | Comments | Approval History | Client Data |

The Approval History tab displays approval actions taken on a transaction.

Cardholder Approver: Sisca, Damien
Current Pending Approver: Cardholder

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
Sisca, Damien	01/04 5:15	Pulled Back	
Sisca, Damien	12/21 3:46	Approved	

Key for Rejection Reasons:
1 Incorrect accounting code allocation (Request for user to change allocation)
2 Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s) to appropriate approver(s) in the proper s
3 Incorrect or insufficient transaction comment information
4 Incorrect or not enough user line item data
5 Unauthorized / non-preferred vendor
6 Incorrect match
7 Other

Key for Approver Modifications:
A Changed Allocation
C Changed Transaction Comments
U Changed User Line Items

<< Back to Transaction List

Approval History Tab

Pull Back

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